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# Information FOR Students

Grade 12  
Diploma  
Examinations  
Program

1990-91  
School Year

Alberta  
EDUCATION

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# G R A D E 1 2

# Diploma Examinations

# P R O G R A M

## Introduction

**T**his brochure is intended to address general questions or concerns that students may have regarding the Grade 12 Diploma Examinations Program. This brochure is mailed to schools in the fall for distribution to students. Additional copies are available from the Student Evaluation Branch of Alberta Education.

If you are a Grade 12 student enrolled in an accredited Alberta high school, you are required to write at least ONE diploma examination, either English 30 or English 33, to receive a high school diploma. The Grade 12 Diploma Examinations Program is intended to develop and maintain excellence in your education by granting a diploma for your academic achievement.

The diploma examination courses are:

- Biology 30
- Chemistry 30
- English 30
- English 33
- Mathematics 30
- Physics 30
- Social Studies 30
- Français 30

## Course and Credit Requirements

**T**o obtain credit in any high school course, you must earn a final mark of 50% or better. To obtain credit in a diploma examination course, you must write the appropriate diploma examination and earn a final blended mark of 50% or better. The final blended mark is made up of 50% of the school mark and 50% of the diploma examination mark. For example, if you are taking Chemistry 30, and you have a mark of 45% from your school and you obtain 57% on the diploma examination, your final mark is the average of the two marks, or 51%. You will therefore earn credits in Chemistry 30 because your final mark is over 50%.

To obtain credit for English 30, English 33, or Français 30, you must complete both parts A and B of the diploma examination within the same administration period. When serious illness, accident, or bereavement in the immediate family prevents a student from writing, three options are available:

- complete a Certificate of Illness
- rewrite both Part A and Part B at the next administration
- complete a Student Notification of Separate Writing form to request permission to write Part A and Part B of the same examination at different administrations. This form must be submitted to the Student Evaluation Branch before the next writing. Based on the recommendation of the principal and the approval of the Director, the mark for each part will then be combined to calculate a total examination mark.

A student who rewrites an English 30, English 33, or Français 30 Diploma Examination to improve a grade must write both parts at the same administration.

Only one mark per course in any one semester will be accepted and added to a student's record. Students are requested to withdraw duplicate registrations (i.e. registration in the same course at two



different locations for the same semester) before the end of the term.

Additional information regarding the calculation of marks or retroactive credits, as outlined in the *General Information Bulletin*, is available through your principal or counsellor.

## *Registering to Write Diploma Examinations*

**I**f you are enrolled in one or more diploma examination courses at an accredited Alberta high school (including the Correspondence School), your registration is submitted by your principal.

You must write at the school where you are registered for the course, except under extenuating circumstances. If you are enrolled in a course at the Correspondence School, you must indicate on the Correspondence School application form the high school at which you intend to write.

## *Examination Schedules*

**Y**ou may obtain the dates and times of every diploma examination administration from your teachers, principal, or counsellor.

## *August Diploma Examinations*

**I**f you wish to write a diploma examination in the August administration, you will NOT be required to complete an application form prior to the writing date. You will register at the writing centre by completing an application form at the time of writing.

The location of the writing centres and the dates and times of all diploma examination writings may be obtained through your principal or counsellor.

## *Students with Mature Status*

**I**f you are a student with mature status, you may write any diploma examination for 100% of the final mark without having taken formal instruction in the course. If you have mature status and you are enrolled in a diploma examination course at an accredited high school, your final mark will be a 50/50 blend of the school mark and the examination mark if the school mark is higher than the examination mark. However, if the school mark is lower than the examination mark, the final mark will be 100% of the examination mark.

You should not enter into any course of study assuming you are eligible for mature status. You should check your status with the Student Records Unit of the Information Services Branch. A student with mature status enrolled in a credit course must be registered for the course with the Student Evaluation Branch.

To register as a student with mature status, you must complete an application form and submit it to the Student Evaluation Branch prior to the deadline date. You must indicate your choice of writing centre (any accredited high school offering Grade 12 diploma examination courses) and notify the principal of the high school at which you intend to write at the time of applying. This will ensure that space and examination materials will be available. Application forms are available from any high school, Regional Office of Alberta Education, or the Student Evaluation Branch. At the time of writing you will be required to present proper identification, including a photograph and a signature, to the supervising teacher.

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## *Special Circumstances*

**I**f you have a physical or learning disability, you may apply for special provisions. You must apply through your principal AT LEAST 90 DAYS in advance of the writing date.

When serious illness, accident, or bereavement in the immediate family prevents you from writing on the scheduled date, you may apply through your principal within 30 days of the writing date for special consideration by the Special Cases Committee of Alberta Education.

In some cases, students who are outside the province during the diploma examination writing are permitted to write at a Special Writing Centre. Please consult your principal regarding the policy governing these special provisions. Special writing centres are not permitted for diploma examinations in August.

## *French Translations*

**I**f you wish to write a French translation of a diploma examination, you must apply through your principal AT LEAST 90 DAYS in advance of the writing date. Students with mature status or students intending to rewrite an examination must indicate this on the application form.

## *Security of the Diploma Examinations*

**E**xamination booklets and answer sheets containing your answers are confidential and are secured.

Copies of previous January and June examinations may be obtained from your teachers or principal, or may be purchased from the Learning Resources Distributing Centre.



# Diploma Examinations

## R U L E S

**E**ach student must comply with these examination rules. Violation of any examination rule may result in eviction from the examination room and will result in a mark of zero for that examination. As well, students may be prevented from writing any other Alberta Education examination for a period of one year and/or may have their transcripts withheld.

### 1. Student Identification

Personal identification with a signature and a photograph will be requested. One of the following documents will be acceptable: driver's licence, passport, or students' union card. No student must attempt to write an examination under a false or fictitious identity, nor knowingly provide false information on an application form.

### 2. Time

Examinations must be written during the specified times. Students may not hand in a paper until at least one hour of the examination time has elapsed.

### 3. Entrance to the Examination Room

Students may not enter or leave the examination room without the consent of the supervising teacher. Students who arrive within the first hour of the examination may be allowed to write only at the discretion of the supervising teacher. Students who arrive more than one hour late will not be allowed to write the examination.

### 4. Material Exchanges

Neither copying nor exchanging material between students is allowed. Notes in any form, papers, books, or electronic devices (for exceptions, see 9) may not be brought into the

examination room. Students must not talk, whisper, or exchange signs with one another.

5. Discussion

Students may not discuss the examination with the supervising teacher, except when the examination is incomplete or illegible.

6. Answer Sheets

Only an HB pencil may be used to record answers on the machine-scorable answer sheets.

7. Written Response

All work for the written-response portion of diploma examinations must be done in the examination booklet. Students are requested to write their revised work in blue or black ink for English 30, English 33, Français 30, Social Studies 30, and Biology 30.

8. Identification on Examinations

Only the identification requested is to be entered on the examination booklet. Do not write your name or school anywhere in or on the booklet other than where requested.

9. Aids Allowed

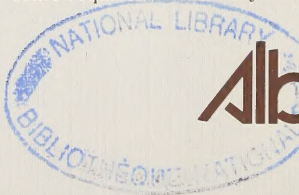
English 30, English 33, and Français 30: A dictionary and a thesaurus may be used for Part A only. Electronic devices may not be used. Mathematics 30, Chemistry 30, and Physics 30: A separate data sheet or booklet will be provided for each of these examinations. Calculators, rulers, and protractors may be used in all examinations but may not be shared by students.

10. Materials

Students must provide their own writing materials including pens and HB pencils, calculators, or other necessary instruments. Tear-out pages for rough work are provided in each biology, chemistry, mathematics, and physics examination booklet.

11. Translation Dictionaries

No translation dictionaries are permitted in any subject. Exchange students must satisfy the same requirements as any other students.



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## Marking Procedures

**E**very possible measure is taken to ensure that your mark is a fair assessment of your work. At least two Mathematics and Science teachers and at least three English and Social Studies teachers mark the written-response sections of the examination in their respective subject area without any knowledge of your identity or the scores assigned to your paper by other markers.

## Reporting the Results

**I**f you write a Grade 12 Diploma Examination, you will receive your results in the form of a results statement. The results statement will be mailed to you approximately one month after the last day of examination writing.

Your marks are confidential and therefore you must complete a Transcript Request form to obtain a transcript of your complete high school record or to have a transcript released to a post-secondary institution or a prospective employer. If you have more than two final marks for a diploma examination course, only the highest school mark, highest examination mark, and highest final mark appear on your transcript.

When you have completed the prescribed courses and have accumulated the required minimum of 100 credits, Alberta Education will issue the appropriate high school diploma. The diploma will indicate the courses completed, the final marks, and the total credits earned at the time the diploma is issued. Diplomas are issued following each semester. If you upgrade your academic record to achieve a more advanced diploma, then a new diploma will be issued.

## Appeal Provisions

- I**f you are dissatisfied with a school mark, you may
- appeal to your principal under the appeal policy set by the local school board, or
  - repeat the course.
- If you are dissatisfied with your diploma examination mark, you may
- request in writing to the Student Evaluation Branch that your examination be rescored, or
  - rewrite the examination at a later writing.

## Repeating the Course

**Y**ou may repeat the course to obtain a new school mark. In such a case, the most recent examination mark would be brought forward and blended with the new school mark to create a new final mark. You will be issued a results statement to notify you of this mark.

## Rescoring the Examination

**I**f you decide to have an examination rescored, your application must be RECEIVED before the deadline date specified on the results statement and you must pay a \$20.00 fee for every examination that is rescored. If the rescoring results in an increase of 5% or more, the \$20.00 fee will be refunded. **THE MARK RESULTING FROM RESCORING WILL BE CONSIDERED THE FINAL EXAMINATION MARK WHETHER THE MARK IS LOWERED OR RAISED.** The most recent school mark will be brought forward to be blended with the rescored examination mark and recorded on a new results statement.

When considering an application for rescoring, you should be aware that the amount of change in rescored examination marks has usually been quite small.

In addition, since rescoring almost never





results in a change of a multiple-choice score, it is recommended that you review your written-response score before applying for a rescore of an examination. You can obtain your multiple-choice and written-response scores of your examinations from your school principal, Regional Offices of Education, or the Student Evaluation Branch.

To ensure confidentiality of student results, examination scores are issued in writing or in person (with proper identification) only. Marks will not be issued by telephone.

## Rewriting the Examination

**T**o improve your mark, you may rewrite a diploma examination at any regularly scheduled writing. You must complete an application form to register to rewrite an examination in January or June. There is no fee for rewriting a diploma examination.

If you choose to rewrite a diploma examination, you will have the most recent school mark brought forward to be blended with the new examination mark to create a new final mark. You will be issued a results statement to notify you of this mark.

You may NOT rewrite only one part of the English 30 or English 33 examination. If you wish to rewrite one of these examinations, you must rewrite BOTH Part A and Part B of the examination. Please advise the principal of the high school where you intend to write to ensure that space and examination materials will be available.

## Admission to Post-Secondary Institutions

**I**f you plan to attend a post-secondary institution, you should consult the institution's calendar regarding admission requirements and plan your high school program accordingly. Transcript Request forms are available from Alberta Education or any post-secondary institution in Alberta.

## Further Information

**P**lease note that this is a summary document only. Please consult your principal or counsellor for the complete information as found in the *General Information Bulletin*, which is distributed to schools each September. If you require additional copies of this brochure or further information, contact:

Student Evaluation Branch  
Alberta Education  
11160 Jasper Avenue  
Edmonton, Alberta T5K 0L2  
Telephone: 427-0010

or the Regional Offices of Alberta Education located in

Calgary	297-6353
Edmonton	427-2952
Grande Prairie	538-5130
Lethbridge	381-5243
Red Deer	340-5262

For the purchase of previous diploma examinations, contact:

Learning Resources Distributing  
Centre  
Alberta Education  
12360 - 142 Street  
Edmonton, Alberta T5L 4X9  
Telephone: 427-2767



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